
OFFICE OF THE ATTORNEY GENERAL
CALIFORNIA DEPARTMENT OF JUSTICE
TESTING AND SELECTION UNIT

NOTICE OF CONTINUOUS FILING EXAMINATION CUT-OFF-DATE

EXAMINATION TITLE: ASSOCIATE BUDGET ANALYST

EXAM CODE: 3JU10

CUT-OFF DATE: **FRIDAY - FEBRUARY 14, 2003**

EXAM BASE: DEPARTMENTAL PROMOTIONAL
SPOT - SACRAMENTO

QUALIFICATIONS

APPRAISAL INTERVIEW: IT IS ANTICIPATED THAT ORAL
INTERVIEWS WILL BE CONDUCTED IN
MARCH/APRIL 2003.

ATTENTION: A cut-off date has been established for the above named continuous filing examination. Any applications received **after February 14, 2003** will be processed in the next test.

Release Date: 01/31/2003

ASSOCIATE BUDGET ANALYST

DEPARTMENTAL PROMOTIONAL SPOT - SACRAMENTO CONTINUOUS FILING



State of California
**DEPARTMENT
OF
JUSTICE**
P. O. BOX 944255
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT • AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

FINAL FILING DATE: **CONTINUOUS FILING** - Applications (Form STD. 678) will be **continuously accepted**, no final filing date.

Applications must have an original signature. Applications postmarked, personally delivered, faxed or received via interoffice office mail **after** the cut-off date will not be accepted for any reason. Any applications received after the established cut-off date will be processed in the next test. All applicants must meet the education and or experience requirements by the examination cut-off date.

WHO SHOULD APPLY: Applicants must have permanent civil service appointment with the Department of Justice as of the final filing date (cut-off-date) in order to take this examination.

HOW TO APPLY: Applicants who meet the minimum qualifications by the final filing date as stated on this bulletin. Applicants must have a permanent civil service appointment with the Department of Justice as of the final filing date in order to take this examination.

Submit a State Application (STD 678) in person or by mail to:

Mailing Address:

Department of Justice
Testing & Selection Unit
P. O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing & Selection Unit
1300 "I" Street, 7th Floor
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE "I" STREET MAILROOM, THE 11TH FLOOR RECEPTIONIST, THE STATE PERSONNEL BOARD OR VIA INTERAGENCY MAIL.

SPECIAL TESTING ARRANGEMENTS: If you have a disability and need special testing arrangements, mark the appropriate box on the application. You will be contacted to make specific arrangements.

ELIGIBLE LIST INFORMATION: A departmental promotional eligible list will be established for the Department of Justice. Names of successful competitors will be merged into the list in order of final scores, regardless of test date. Eligibility will expire 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. A candidate may be tested only once during any testing period.

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SALARY RANGE:\$3915 - \$4759

**MINIMUM
QUALIFICATIONS:**

Experience applicable to one of the following patterns may be combined on a proportional basis with experience applicable to the other pattern to meet the total experience requirements, provided that the combined qualifying experience totals at least 30 months. Education may not be used to reduce this 30-month limit.

EITHER I

One year of experience in the California state service performing the duties of a Staff Services Analyst (Range C). (Persons applying experience toward this pattern must have had a full-time assignment in California state service preparing, justifying and analyzing, or controlling and administering budgets or budgetary programs.)

OR II

EXPERIENCE: Three years of progressively responsible experience with duties involving the preparation, justification, and analysis, or the control and administration of a budget or budgetary program. (Experience in California state service applied toward this pattern must include one year experience performing duties comparable in level of responsibility of a Staff Services Analyst, Range C.) (One year of graduate work in public or business administration, industrial relations, psychology, law, political science or a related field may be substituted for six months of the required experience.)

AND

EDUCATION: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

Promotional candidates who are within six months of satisfying the experience requirement for this class will be admitted to the examination, but they must fully meet the experience requirement before being eligible for appointment.

Equivalent to graduation college means a bachelor's degree.

NOTE: Applicants **MUST** provide a copy of their college transcripts, stating that the applicant has met all of the academic requirements for graduation is the only evidence that is acceptable. Transcripts must be received by the final filing date (cut-off date).

POSITION:

The Associate Budget Analyst, under general direction, in an operating agency or department, performs the more responsible and complex technical budget work by coordinating and assisting in the development, preparation, administration, maintenance, review and control of a department's budget; provides consultative budget service to department management; and does other related work. Prepares baseline budget; prepares budget revisions; reviews, analyzes, evaluates and processes budget change proposals; reconciles appropriation by source of funding; prepares and processes transfer of budget allotments; provides budget information, instruction and assistance to department staff; makes recommendations on budget matters to higher level department management; analyzes proposed legislation to determine funding impact on department programs; may review purchase estimates, printing requisitions, personnel transactions documents and contracts; prepares reports and correspondence. **Positions exist in Sacramento only.**

POSITION CONTINUED:

QUALIFICATIONS APPRAISAL INTERVIEW - WEIGHTED 100.00%

This examination will consist of a Qualifications Appraisal Interview. The interview will include number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be obtained in the exam. **Competitors who do not appear for the interview will be disqualified.**

EXAMINATION
INFORMATION:

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination interview will be on measuring competitively, relative to job demands, each competitor's:

EXAMINATION SCOPE:

- Knowledge of:**
- 1. Principles and practices of governmental budgeting and accounting.
 - 2. Financial structure, uniform accounting system, and financial procedures of the State of California.
 - 3. Purposes, functions, and fiscal organization of the various State agencies.
 - 4. Laws relating to financial administration of the State Government.
 - 5. Principles of public and personnel administration.
 - 6. Principles of organization and management.
 - 7. Principles and practices of public finance, research techniques and statistical principles and procedures.

- Ability to:**
- 1. Develop various types of budget documents.
 - 2. Analyze and solve difficult technical budget problems.
 - 3. Establish and maintain cooperative relationships with control agency staff and others contacted in the work.
 - 4. Speak and write effectively.
 - 5. Analyze situations accurately and develop an effective course of action.

CAREER CREDITS:

Career Credits will not be granted in promotional examinations.

VETERANS
PREFERENCE CREDITS:

Veterans Preference Credits will not be granted in promotional examinations.

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GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications (Form STD 678) are available at Department of Justice offices, State Personnel Board offices, and local offices of the Employment Development Department and the Department of Justice internet site <http://caag.state.ca.us/> or State Personnel Board internet site <http://www.spb.ca.gov>.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired, call the California Relay Service.
1-800-735-2929 (From TDD Phone)
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

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